



CITY SPOTLIGHT:

LEWISBURG

Marshall County, TN

Lewisburg ... a place of backyards and front porches ... where industry meets the farmland. [READ](#)

Municipal Management Consultant
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NEW PUBLICATIONS

Publications updated with the latest state and federal laws, new and revised acts, training resources and other significant material available for municipal employees. [READ](#)

CLASS LISTINGS AND INTERACTIVE TRAINING CALENDAR

Mark your calendar! MTAS training events and conferences are listed here along with information and how to register for upcoming training events on your Solution Point account. [READ](#)

RESEARCH/INFORMATION CENTER NEW MATERIALS

MTAS' Research and Information Center is always adding new materials to its collection. See what's new for this month. [READ](#)

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

MTAS Municipal E-News

SEPTEMBER 2012 • ISSUE 40

ROBERT'S RULES OF ORDER NEWLY REVISED: TIPS AND TRICKS

By Margaret Norris, Municipal Management Consultant

In the July and August editions of the E-Newsletter, this column covered decorum and debate. There are nine rules governing debate that, if followed, can make debating a conversation and not combat. [READ](#)

LOCAL BEER BOARDS TO SUBMIT ANNUAL REPORTS

With the passage of Public Chapter No. 964 of the 2012 General Assembly, every local beer board must now submit an annual report to the Alcoholic Beverage Commission (ABC). [READ](#)

PROJECT CYCLE FY 2012 UNDERWAY

By John Crawford, Outreach Coordinator, Tennessee Municipal Benchmarking Project

This year's Tennessee Municipal Benchmarking Project (TMBP) is now underway! Participating city and MTAS representatives held a project kickoff meeting on August 17 to review project changes, administrative and marketing updates. [READ](#)

KNOXVILLE MAYOR ROGERO SPEAKS AT TREEDC EVENT

Knoxville Mayor Madeline Rogero spoke at the Tennessee Renewable Energy Economic Council (TREEDC) Renewable Energy Luncheon on August 15. [READ](#)

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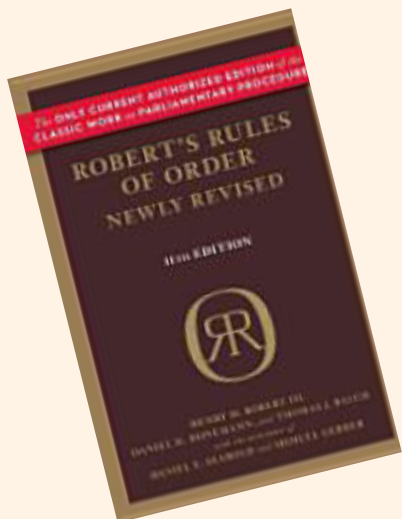
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Robert's Rules of Order Newly Revised: Tips and Tricks:



By Margaret Norris, Municipal Management Consultant



Margaret Norris

In the July and August editions of the E-Newsletter, this column covered decorum and debate. There are nine rules governing debate that, if followed, can make debating a conversation and not combat.

There are a few other tips and “tricks” that can make meetings run more smoothly and efficiently in addition to the decorum. The first is found in section four regarding the handling of a motion. It says on page 43 under the heading Debate on the Question:

“In debate, each member has the right to speak twice on the same question on the same day,* but cannot make a second speech on the same question so long as any member who has not spoken on that question desires the floor. A member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for that day.”

This tip may save your council or board meeting from going on *ad nauseam* when people keep saying the same thing over and over again.

The following paragraph also offers another tip — the default time limit on speeches is 10 minutes if the assembly body doesn't set shorter limits.

“Without the permission of the assembly, no one can speak longer than permitted by the rules of the body — or, in a non-legislative assembly that has no rule of its own relating to the length of speeches, longer than 10 minutes.” (§ 4, p. 43)

It is a good idea to have an assigned timekeeper if the governing body is going to enforce time limits.

It is the mayor's job to manage the meeting and if a member violates one of the rules, it is his or her job to enforce it and get the meeting back on track. If the mayor slacks in the duties, a member can always call for a point of order. [CLICK HERE](#) to see the June 2011 edition of the MTAS Municipal E-News.

**For procedures where greater freedom of debate is desired, see 15 and 52.*

Local Beer Boards to Submit Annual Reports

With the passage of Public Chapter No. 964 of the 2012 General Assembly, every local beer board must now submit an annual report to the Alcoholic Beverage Commission (ABC). The report is due on February 1 of each year and must contain, to the extent such is available to the beer board, the following information about the previous calendar year:

- Total number of permits or licenses issued for off-premises consumption;
- Number of violations issued for sale to a minor and whether or not each violation was the result of a sting;
- Whether violation occurred at Responsible Vendor location;
- If minor was successful in obtaining alcohol;
- Type and number of other violations;
- Name of permit holder where violations occurred; and
- Specific penalties imposed for each violation.



The bill is codified at T.C.A. § 57-5-605 and does not prescribe any specific format for the report. If no local beer board exists, the duty to file the report lies with the local governing body. The statistical information contained in these reports will be used in an annual report by ABC to the legislature.

[CLICK HERE](#) to view Public Chapter No. 964 of the 2012 General Assembly.

Project Cycle FY 2012 Underway

By John Crawford, Outreach Coordinator, Tennessee Municipal Benchmarking Project

TENNESSEE MUNICIPAL BENCHMARKING PROJECT

This year's Tennessee Municipal Benchmarking Project (TMBP) is now underway! Participating city and MTAS representatives held a project kickoff meeting on August 17 to review project changes, administrative and marketing updates.

For the first time, the meeting was held via video conference in three video-capable conference rooms across the state (Knoxville, Nashville and Jackson).

Utilizing technology to reduce travel time and costs for participants has been a focus for the team this year. Two new participating cities were introduced at this year's kickoff. The cities of Goodlettsville and Greeneville have both joined to take advantage of sharing apples to apples performance measurements with other Tennessee cities.

In celebration of the 10th year of the TMBP, MTAS Executive Director Jim Thomas recognized three cities for having participated since the beginning of the project. Brentwood, Chattanooga and Cleveland were presented certificates of appreciation and recognized for their contributions to the founding and growth of the TMBP.

Participants were also treated to a presentation by guest speaker Katie Rawls, president and CEO of the Tennessee Center for Performance Excellence. Rawls discussed the center's Baldrige activities including training the many volunteers take to support the examination requirements of Baldrige across the state.

She asked three simple questions that brought focus to the reasoning behind why we benchmark and strive for continuous improvement: "Is your organization doing as well as it could? How do you know? What and how should your organization change to get better results?" Her focus on process improvement was certainly well received by all and was timely with the start of TMBP 2012!

TREEDC Member/ Knoxville Mayor Madeline Rogero Speaks at Luncheon

Knoxville Mayor Madeline Rogero spoke at the Tennessee Renewable Energy Economic Council (TREEDC) Renewable Energy Luncheon on August 15. A total of 50 interested attendees heard about the Knoxville Building Better Buildings Initiative and the success with Ameresco in making Knoxville more energy efficient. The UT Center for Industrial Services (CIS) Consultant Keith Ridley also discussed his agency's E3 initiative. The E3 Initiative, which stands for Economy, Energy and Environment, is an innovative program that supports manufacturing leadership through sustainability.

Mayor Rogero also expressed her appreciation to MTAS, the TREEDC mayors and TREEDC East Tennessee Coordinator/Kingston Mayor Troy Beets for organizing the luncheon. She also added that the city of Knoxville is a proud member of TREEDC helping to promote energy efficiency and renewable energy. Knoxville Sustainability Director Susanna Southerland also gave an informative update regarding her department's sustainability objectives. New UT Institute for Public Service (IPS) Assistant Vice President Steve Thompson and State of Tennessee Energy Director Molly Cripps were also in attendance. TREEDC is available to host a luncheon for your community. E-mail warren.nevad@tennessee.edu for more details.



Left to right: MTAS Consultant Warren Nevad, Knoxville Mayor Madeline Rogero and UT CIS Consultant Keith Ridley.

MTAS Training Calendar

SEPTEMBER 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

OCTOBER 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MUNICIPAL ADMINISTRATOR PROGRAM CLASSES

MUNICIPAL LEGISLATIVE UPDATE: This course will provide a summary of legislation, which impacts municipalities, passed by the Tennessee General Assembly during the 2012 session. Public acts touching every aspect of municipal operations will be discussed. Of particular concern to cities this year were bills related to non-conforming uses, planning, zoning, sign regulation, taxes, firearms, code enforcement, synthetic drugs, stormwater and many other issues. This course will be conducted by MTAS legal consultants, and will offer participants the opportunity to ask questions about any new legislation.

8:30 am to 12:30 p.m.
Sept. 6: Franklin. Williamson County Ag Expo Park, 4215 Long Lane

This course is CMFO continuing credit hour eligible: (Financial)
Price of course: \$50

Who should attend: All (elected and appointed) municipal officials who are responsible for implementation and monitoring of state legislation.

DEALING WITH DIFFICULT BEHAVIOR

8:30 a.m. to 12:30 p.m.
Sept. 5: Franklin Williamson County Ag Expo Park, 4215 Long Lane
Sept. 12: Jackson . . . West Tennessee Research & Education Ctr., 605 Airways Blvd.
Sept. 13: Bartlett (Location to be determined)
Sept. 26: Collegedale Collegedale City Hall, 4910 Swinyar Dr.

WAGE AND SALARY ADMINISTRATION

8:30 a.m. to 12:30 p.m.
Oct. 1: Franklin Williamson County Ag Expo Park, 4215 Long Lane
Oct. 1: Jackson West Tennessee Research & Education Ctr., 605 Airways Blvd.
Oct. 1: Knoxville UT Conference Ctr., 600 Henley St., 4th Floor
Oct. 3: Collegedale Collegedale City Hall, 4910 Swinyar Dr.
Oct. 9: Bartlett (Location to be determined)

ETHICS

Oct. 10: Franklin Williamson County Ag Expo Park, 4215 Long Lane
Oct. 16: Bartlett. (Location to be determined)
Oct. 18: Jackson. . . . West Tennessee Research & Education Ctr., 605 Airways Blvd.
Oct. 24: Knoxville UT Conference Ctr., 600 Henley St., 4th Floor
Oct. 31: Collegedale Collegedale City Hall, 4910 Swinyar Dr.

CODE ENFORCEMENT AND PROPERTY MAINTENANCE

8:30 a.m. to 12:30 p.m.
Nov. 7: Franklin Williamson County Ag Expo Park, 4215 Long Lane
Nov. 8: Knoxville UT Conference Ctr., 600 Henley St., 4th Floor
Nov. 9: Collegedale Collegedale City Hall, 4910 Swinyar Dr.
Nov. 14: Jackson . . . West Tennessee Research & Education Ctr., 605 Airways Blvd.
Nov. 15: Bartlett (Location to be determined)

OPEN RECORDS

The Tennessee Public Records Law, also known as the Open Records law states that county and municipal records shall at all times, during business hours, be open for public inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless provided by state law.

This is one law that municipal employees and officials often struggle to understand, so MTAS has created a course to educate municipalities about the Tennessee Public Records Law. This course is designed for every level of municipal employee from elected officials to front-line employees. The course explains the law, provides resources that make the process easier, and describes how to handle certain specific requests such as personnel, business, financial, utility, computer and electronic records.

[CLICK HERE](#) for information on these courses, as well as many others or to register.
If you have any problems, contact the MTAS office at (865) 974-0411.

MTAS Training Calendar (cont'd)

NOVEMBER 2012						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TENNESSEE ENTREPRENEURSHIP AND SMALL BUSINESS DEVELOPMENT COURSE

Wednesday, November 7, 2012 1 – 5 p.m. (check in from noon to 1 p.m.)
Thursday, November 8, 2012 8:30 a.m. - 4:30 p.m.
Homewood Suites by Hilton, 706 Church Street, in downtown Nashville

Promoting entrepreneurship and small business development is a growing strategy for job creation and economic development in Tennessee communities. The University of Tennessee Center for Industrial Services (CIS) is offering the Tennessee Entrepreneurship and Small Business Development Course. The course is designed to help economic development practitioners, government leaders and others interested in economic development at state, regional and local levels understand the economic impact of small businesses on local and regional economies; identify needs of entrepreneurs and small businesses and available resources to assist them; and develop effective networks and strategies to support entrepreneurship and small business development.

What will I learn?

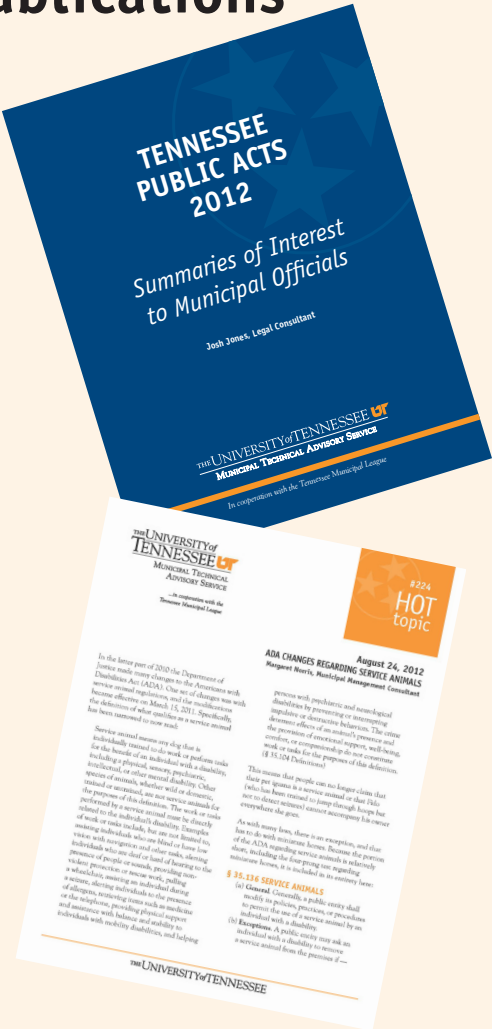
- Understand the economic impact of small businesses on local and regional economies.
- Identify needs of entrepreneurs and small businesses and available resources to assist them.
- Develop effective networks and strategies to support entrepreneurship and small business development.

How to Register?

Register at www.cis.tennessee.edu/edtraining. Registration questions?
Contact Patty Wells at (615) 253-6371, or e-mail at patricia.wells@tennessee.edu.

For additional course information, visit www.cis.tennessee.edu/edtraining, or contact Dr. Andre Temple, Course Director, at (731) 425-4740 or andre.temple@tennessee.edu.

New MTAS Publications



▶ TENNESSEE PUBLIC ACTS 2012: SUMMARIES OF INTEREST TO MUNICIPAL OFFICIALS

Josh Jones, MTAS Legal Consultant

This publication summarizes the year’s public acts that have the most significant impact on municipal operations. [READ](#)

▶ ADA CHANGES REGARDING SERVICE ANIMALS

Margaret Norris, MTAS Municipal Management Consultant

In the latter part of 2010, the Department of Justice made many changes to the Americans with Disabilities Act (ADA). One set of changes was with service animal regulations, and the modifications became effective on March 15, 2011. [READ](#)

▶ ATTORNEY GENERAL FINDS ADMINISTRATIVE HEARING OFFICER ACT PROVIDES ADEQUATE DUE PROCESS

Josh Jones, MTAS Legal Consultant

A recent opinion by the Tennessee Attorney General alleviates the primary concern of cities waiting to implement an administrative hearing officer program. [READ](#)

▶ SELLING SURPLUS CITY PROPERTY: SUGGESTIONS FOR AN ETHICAL AND TRANSPARENT PROCESS

David Angerer, MTAS Municipal Management Consultant

This publication covers the disposal of surplus items of equipment and materials; includes sample resolutions and surplus property nomination form. [READ](#)

2012 TAMCAR Conference Agenda



Tennessee Association of Municipal Clerks and Recorders (TAMCAR) conference will be held on September 19-21 in Murfreesboro at the Embassy Suites Conference Center. Make plans now to attend. The agenda is listed below:

Municipal Clerk Institute

WEDNESDAY, SEPTEMBER 19, 2012

- 8 a.m. Tennessee Consolidated Retirement System
- 9 a.m. Internal Controls
- 11 a.m. Lunch and TAMCAR Business Meeting
- 1 p.m. Issues in Human Resources Management
- 2:45 p.m. City Recorder Duties: Beyond the Basics
- 6 p.m. Awards Banquet

THURSDAY, SEPTEMBER 20, 2012

- 8 a.m. Record Retention
- 9 a.m. Individual vs. Group Behavior
- Noon Lunch
- 1 p.m. Move Your Office to a Paper-Free Environment
- 2:45 p.m. Is Your City Ready for a Drug Fund Audit?

FRIDAY, SEPTEMBER 21, 2012

- 8 a.m. Funding Your Projects through the Tennessee Municipal Bond Fund
- 9:45 a.m. Current Issues in Local Government
- Noon Adjourn

Municipal Clerk Advanced Academy

WEDNESDAY, SEPTEMBER 19, 2012

- 8 a.m. Navigating the State Business Tax
- 11 a.m. Lunch and TAMCAR Business Meeting
- 1 p.m. How Can I Improve the Organization?
- 2:30 p.m. Requesting Municipal Debt and Budget Submission Requirements
- 6 p.m. Awards Banquet

THURSDAY, SEPTEMBER 20, 2012

- 8 a.m. Government Building Security
- 10:15 a.m. Saving Your City on Healthcare Costs
- Noon Lunch
- 1 p.m. How to Make an Effective Budget Presentation